

**Noches de Baile '99
Timeline**

1999 NOCHES DE BAILE-LATIN DANCE PROGRAM		
ITEM	RESPONSIBILITY	ACTION DATE
YR to meet with Joe regarding club contract	Yvette Robinson	Completed
Preliminary timeline due to YR	MA, ED, CS, JC	Completed
Submit revised budget	MA, CS	Completed
Planning Meeting with Philip Morris	PM, CFA	Completed
Provide list of target media for all markets	MA, CS, HM	6-Aug
Confirm all attendees for PM planning mtg. Including itineraries	MA, CS	Completed
Confirm next PM Planning meeting	YR	9-Aug
PM to provide standard venue form	PM, CFA	6-Aug
CFA to provide to PM sample of presentation pkg. to EC	MA	Completed
Begin recruitment of ECs	MA, CS	9-Aug
Provide recommendations for incentives gifts-owners, managers, dancers	MA, CS, HC	9-Aug
Need to review draft of '99 club contract with PM	RR, MA, CS	10-Aug
Begin script for CD (pre-promotion)	MA, CS	Completed
Need to call PM to review draft of '99 CFA Contract	ED, RR, MA, CS	10-Aug
Submit revised Club selection list for review and approval	MA, CS	Completed
Reserve space for Planning Mtg.	MA	10-Aug
Provide profiles of existing PM approved Latin Clubs	DG, CS	Completed
Submit proposed agenda for planning mtg.	MA, CS	12-Aug
Submit CD script for production	MA, CS	13-Aug
Visit clubs and take contract to club owners	MA, CS	13-Aug
Block rooms for EC orientation mtg.	MA, CS	Completed
Provide preliminary list of recommended artists for regional and finals	RR, IF, HC, JN, MA	18-Aug
CFA to submit copy of CD to PM for review	MA, CS	18-Aug
CFA project team orientation mtg.	MA, CS, Project coordinators	19-Aug
Weekly status report	MA, CS	20-Aug
Submit preliminary list of ECs to PM for approval	MA, CS	23-Aug
Begin making reservations for EC travel/Lodging for orientation	MA, CS, PC	26-Aug
Follow up with PM-approval of forms to be included in EC presentation pkg.	MA, CS	26-Aug
Visit clubs and take contract to club owners	MA, CS	27-Aug
Final submission of all club contracts	MA, CS	30-Aug
Confirm assignments for EC orientation	MA, CS, Project coordinators	30-Aug
Submit agenda for EC orientation	MA, CS, Project coordinators	30-Aug

Noches de Baile '99
Timeline

1999 NOCHES DE BAILE-LATIN DANCE PROGRAM		
ITEM	RESPONSIBILITY	ACTION DATE
Schedule weekly status call with CE	MA, CS, Project coordinators	31-Aug
Submit of final artwork/copy for ads	MA, CS	1-Sep
Complete packages for Ecs (including guidebook, per diems, dey contacts, etc)	MA, CS, Project coordinators	8-Sep
EC Orientation Meeting/Mexican Region-LA	MA, CS, Project coordinators	11-Sep
Schedule project coordinator assignments for each market	MA, CS	13-Sep
Block rooms for regional and national finals	MA, CS, PC	15-Sep
Check status of promotional materials shipment	MA, CS, DG	17-Sep
EC Orientation Meeting/Salsa Region-Miami	MA, CS, Project coordinators	18-Sep
Receive 1st shipment of marketing materials for clubs	MA, CS, Project coordinators	22-Sep
Distribute marketing materials to all Ecs		24-Sep
Check placement of local competition ads	MA, CS, Project coordinators	28-Sep
CFA weekly project team mtg.	MA, CS, Project coordinators	4-Oct
Travel for 1st week competition Supervision	MA, CS, Project coordinators	13-Oct
Check placement of regional finals ad	MA, CS, Project coordinators	19-Oct
Travel for 2nd week competition Supervision	MA, CS, Project coordinators	20-Oct
Travel for 3rd week competition Supervision	MA, CS, Project coordinators	27-Oct
Confirm winners participation and schedule trip to regionals	MA, CS, Project coordinators, PC	1-Nov
Travel for Region 1 Finals in El Paso/Orlando	MA, CS, Project coordinators	6-Nov
Travel for Region 2 Finals in Phoenix/NY	MA, CS, Project coordinators	13-Nov
Travel for Region 3 Finals in LA/Chicago	MA, CS, Project coordinators	20-Nov
Check placement of National Finals ad	MA, CS, Project coordinators	22-Nov
Confirm winners participation and schedule trip to nationals	MA, CS, Project coordinators, PC	23-Nov
Travel for Nationals/Miami		4-Dec
Travel for Nationals/Houston		11-Dec